

# - CITY OF SUNNYVALE -

## BAYLANDS PICNIC POLICIES

550 E. REMINGTON DRIVE  
P.O. Box 3707  
SUNNYVALE, CA 94088-3707  
(408) 730-7751

### **PICNIC RESERVATION PROCEDURES**

- CONTACT THE MAIN RESERVATION LINE TO INQUIRE ABOUT AVAILABILITY
- ONCE A PICNIC AREA HAS BEEN RESERVED, A CONFIRMATION PACKET WILL BE MAILED TO YOUR HOME OR BUSINESS ADDRESS
- PLEASE RETURN THE WHITE PORTION OF THE "PICNIC AREA LIABILITY STATEMENT" TO THE SUNNYVALE COMMUNITY CENTER RESERVATIONS OFFICE
- IF YOU ARE HAVING NON-STANDARD PICNIC ACTIVITIES SUCH AS INFLATABLE JUMPERS OR CARNIVAL BOOTHS PLEASE COMPLETE THE ACTIVITY SHEET THAT CAME IN YOUR PACKET. ADDITIONAL CHARGES MAY APPLY.

BAYLANDS IS LOCATED AT 999 E. CARIBBEAN DR. IN SUNNYVALE.

RESERVATIONS CAN BE MADE BY PHONE USING A VISA OR MASTERCARD, OR IN PERSON AT THE SUNNYVALE RECREATION CENTER, MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 1:00PM AND 5:00PM. FIRST COME FIRST SERVE AREAS ARE NON-RESERVABLE AND AVAILABLE TO THE PUBLIC.

TO RESERVE ON BEHALF OF A COMPANY OR ORGANIZATION, YOUR SUNNYVALE COMPANY OR ORGANIZATION MUST PROVIDE THE CITY WITH A SIGNED LETTER OF AUTHORIZATION ON OFFICIAL LETTERHEAD, GRANTING YOUR REPRESENTATIVE THE ABILITY TO ACT AS AN AGENT.

RESERVATIONS CAN BE MADE SIX MONTHS TO THE DAY IN ADVANCE. YOU MAY RESERVE PICNIC AREAS FROM APRIL 1 THROUGH OCTOBER 31. RESERVATION REQUESTS MAY BE TAKEN UNTIL THE WORKING DAY PRIOR TO THE EVENT. PICNIC AREAS HAVE A CAPACITY OF 65 PEOPLE AND COST \$85.00 FOR EACH PICNIC SITE.

GROUPS COMPOSED OF MINORS (UNDER 18 YEARS OLD) MUST BE SUPERVISED BY 1 ADULT FOR EVERY 20 MINORS WHILE THEY ARE USING THE FACILITIES. THE PERMIT MUST BE ISSUED TO THE ADULT SUPERVISING THE FUNCTION. PERMITS WILL ONLY BE ISSUED TO INDIVIDUALS BETWEEN 18-21 YEARS OF AGE FOR EVENTS WITHOUT ALCOHOL.

THE PARK OPENS AT 8:00 A.M. AND CLOSES AT SUNSET. ALL PERSONS ASSOCIATED WITH YOUR EVENT MUST VACATE THE PREMISES WHEN THE PERMITTED TIME EXPIRES.

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO PROVIDE THE GUESTS/PARTICIPANTS WITH THE TERMS AND CONDITIONS OF THE USE PERMIT AS WELL AS THE ASSOCIATED POLICIES. IT IS ALSO THE RESPONSIBILITY OF THE PERMIT HOLDER TO ENSURE THAT ALL GUESTS/PARTICIPANTS ADHERE TO ALL TERMS AND POLICIES.

## **PARKING PROCEDURES**

GUESTS ARE SUBJECT TO VEHICLE PARKING FEES DURING THE PICNIC SEASON (APRIL – OCTOBER). FEES ARE COLLECTED AT THE PARK ENTRANCE AND PAYMENT MUST BE MADE PRIOR TO ENTERING THE PARK.

DISCOUNTED PARKING PASSES FOR LARGE GROUPS IS AVAILABLE UPON COMPLETION OF THE BAYLANDS PARKING PASS AGREEMENT FORM.

A 10% DISCOUNT IS GIVEN WHEN THE PERMIT HOLDER ELECTS TO COMPLETE THE PARKING PASS AGREEMENT FORM. IN ORDER TO QUALIFY FOR THE DISCOUNT, THE FORM MUST BE COMPLETED AND SUBMITTED TWO BUSINESS WEEKS PRIOR TO THE EVENT.

## **BAYLANDS PARK RULES**

DOGS OR OTHER DOMESTIC ANIMALS ARE NOT PERMITTED IN THE PARK.

NO GOLF PLAY OR PRACTICE IS PERMITTED IN THE PARK.

NO BALLOONS, INCLUDING WATER BALLOONS ARE ALLOWED, AS PIECES CAN ENDANGER PROTECTED WILDLIFE IN THE NATURE AREAS.

NO MODEL ROCKETS OR FIREWORKS ARE PERMITTED IN THE PARK.

PRINTED MATERIAL MAY NOT BE PLACED ON PARK PROPERTY OR PRIVATE VEHICLES WITHOUT FIRST OBTAINING PERMISSION FROM THE CITY.

FIRES ARE PROHIBITED, EXCEPT IN BBQ GRILLS PROVIDED AT THE PICNIC AREAS. NO PORTABLE GRILLS ARE ALLOWED OUTSIDE THE PICNIC AREAS.

HUMAN VISITORS SHARE THIS SPACE WITH WILDLIFE, WHICH LIVE IN THE PARK. DO NOT FEED OR DISTURB WILDLIFE. PUBLIC ACCESS IS NOT ALLOWED INTO THE WETLANDS AREA.

## **ADDITIONAL CHARGES AND SPECIAL REQUESTS**

THERE WILL BE A \$25.00 PERMIT FEE APPLIED FOR EACH INFLATABLE PRESENT AT YOUR PICNIC. INFLATABLES MUST BE OBTAINED THROUGH CERTAIN COMPANIES AUTHORIZED TO PROVIDE SUCH STRUCTURES IN SUNNYVALE PARKS. TO OBTAIN A LIST OF THE AUTHORIZED COMPANIES YOU CAN CALL THE RESERVATION LINE AT (408) 730-7751 OR VISIT US ON THE WEB AT [WWW.SUNNYVALE.CA.GOV](http://WWW.SUNNYVALE.CA.GOV)

PLANNED USE OF ANY PERSONAL OR RENTED EQUIPMENT MUST BE STATED ON THE ACTIVITY SHEET. SPECIAL ACTIVITIES MAY BE RESTRICTED IN PICNIC AREAS. ANY ITEMS NOT STATED ON YOUR PERMIT WILL BE DISALLOWED.

A \$25.00 FEE IS APPLICABLE FOR EACH TENT OR CANOPY OVER 400 SQUARE FEET PRESENT AT YOUR PICNIC. A \$25.00 FEE IS ALSO APPLICABLE FOR EACH CARNIVAL OR GAME BOOTH PRESENT AT YOUR PICNIC.

PLEASE NOTE THAT SPECIAL CONDITIONS APPLY FOR TENTS AND CANOPIES OVER 400 SQUARE FEET AND CONTAINING ONE OR MORE WALLS. PLEASE CONTACT THE RESERVATIONS OFFICE FOR MORE DETAILS IF YOU PLAN ON HAVING THIS TYPE OF EQUIPMENT.

## **CANCELLATION, REVISION, AND RAIN OUT POLICIES**

THE CITY OF SUNNYVALE RESERVES THE RIGHT TO CANCEL ANY USE OF FACILITIES AND/OR EQUIPMENT UPON TWO WEEKS NOTICE. THIS SHALL BE DONE AT ANY TIME THAT IS DEEMED NECESSARY TO DO SO AND IN CONSIDERATION OF THE FIRST AMENDMENT RIGHTS OF THE APPLICANT.

CANCELLATION OF A PICNIC AREA OR EQUIPMENT MUST BE DONE OF 30 DAYS PRIOR TO THE SCHEDULED EVENT IN ORDER TO RECEIVE A FULL REFUND. PICNIC FEES ARE NOT REFUNDABLE IF CANCELLATIONS ARE MADE LESS THAN 30 BUSINESS DAYS PRIOR TO YOUR EVENT. FAILURE TO NOTIFY THE RESERVATION OFFICE OF A CANCELLATION WILL RESULT IN THE FORFEITURE OF ALL FEES.

IN ORDER TO CHANGE THE DATE OF THE EVENT, PARK SITE, OR PICNIC AREA, THE PERMITTEE MUST INFORM THE RESERVATION OFFICE AT LEAST 30 DAYS PRIOR TO THE SCHEDULED EVENT.

IF IT RAINS THE DAY OF YOUR PICNIC, PLEASE NOTIFY THE RESERVATION OFFICE WITHIN 3 BUSINESS DAYS AFTER YOUR EVENT TO INQUIRE ABOUT RESERVATION FEES BEING REFUNDED. AFTER 3 BUSINESS DAYS THE CITY WILL NOT BE ABLE TO REFUND YOUR RAINED OUT PICNIC.

A BACK-UP FACILITY WILL NOT BE PROVIDED IN THE EVENT INCLAMATE WEATHER.

FEES REFUNDED WILL BE MAILED TO THE PERMITTEE. IF THE PERMITTEE PAID BY CHECK OR CASH, A CHECK WILL BE MAILED FOR THE APPROPRIATE AMOUNT APPROXIMATELY 4 TO 6 WEEKS AFTER THE DATE OF THE EVENT OR AFTER A CANCELLATION HAS BEEN MADE. IF THE PERMITTEE PAID BY CREDIT CARD, THE PERMITTEE'S CREDIT CARD WILL BE CREDITED FOR THE APPROPRIATE AMOUNT WITHIN 2-3 WEEKS FOLLOWING THE EVENT OR CANCELLATION REQUEST.

## **ALCOHOL INFORMATION**

ALCOHOL IS PERMITTED IN THE PICNIC AREAS ONLY IN CONJUNCTION WITH A MEAL.

## **CLEAN-UP RESPONSIBILITIES**

THE PERMITTEE IS REQUIRED TO LEAVE THE PICNIC AREA IN THE CONDITION IT WAS RECEIVED.

## **GENERAL REGULATIONS**

THE RESERVATION SIGN (PROVIDED BY THE RESERVATION OFFICE) MUST BE POSTED AT THE APPROPRIATE SITE BETWEEN 8:00 AM AND 8:30 A.M. ON THE DAY OF SCHEDULED USE.

AMPLIFIED MUSIC OR SPEECHES ARE ALLOWED ONLY IN THE MEADOWLANDS, EUCALYPTUS HOLLOW AND THE GROVE AMPHITHEATRE AND MUST BE SPECIFIED ON THE APPLICANTS ACTIVITY SHEET. AN ADDITIONAL PERMIT FEE WILL APPLY.

YOU MAY USE MASKING TAPE ON PICNIC TABLES. HOWEVER YOU MAY NOT USE STAPLES, TACKS, NAILS, OR SCREWS.

IT IS PROHIBITED TO BRING ADDITIONAL EQUIPMENT INTO THE PARK WITHOUT THE APPROVAL OF THE RESERVATION COORDINATOR.

EACH GUEST AT AN EVENT MUST OBEY ALL APPLICABLE CITY, STATE AND FEDERAL RULES, ORDINANCES, LAWS AND REGULATIONS. FAILURE TO OBEY THE RULES AND REGULATIONS MAY RESULT IN CANCELLATION OF YOUR PERMIT. ADDITIONALLY, YOU MAY BE ASKED TO LEAVE THE FACILITY AND/OR BE SUBJECT TO LEGAL ACTION.

THE PERSON OR ORGANIZATION TO WHOM THE PERMIT IS ISSUED ASSUMES ALL RESPONSIBILITY FOR USE OF THE FACILITY. PERMITS CANNOT BE TRANSFERRED, ASSIGNED OR SUBLET. THE PERMIT HOLDER OR THEIR DELEGATE MUST BE IN ATTENDANCE AT ALL TIMES.

ONLY CITY OF SUNNYVALE VEHICLES ARE ALLOWED ON PARK GROUNDS. YOU MAY PARK ONLY IN DESIGNATED PARKING AREAS, INCLUDING THE TIME SPENT LOADING AND UNLOADING YOUR VEHICLE.

THE AREAS RESERVED EXCLUSIVELY FOR YOUR ACTIVITY ARE INDICATED ON YOUR PERMIT. OTHER NON-RESERVED AREAS MAY BE USED BY ANYONE ON A FIRST-COME FIRST-SERVE BASIS.

THE CITY HAS THE RIGHT TO ASSIGN A STAFF MEMBER TO SUPERVISE THE EVENT.

GAMBLING IS PROHIBITED. GAMBLING IS DEFINED AS: "GIVING OF VALUE FOR THE POSSIBILITY OF OBTAINING THE OPERATION OF AN ELEMENT OF CHANCE."

NO SOLICITING IS ALLOWED IN OR AROUND THE PARK.

THE CITY OF SUNNYVALE IS NOT RESPONSIBLE FOR ACCIDENTS, INJURY, ILLNESS, OR LOSS OF GROUP OR INDIVIDUAL PROPERTY.

SPECIFIC FIRE CODE REGULATIONS MUST BE FOLLOWED FOR CANDLE USAGE. NO OPEN FLAMES ALLOWED. CALL THE RESERVATION OFFICE FOR FURTHER DETAILS.

PROOF OF INSURANCE MAY BE REQUIRED, DEPENDING ON THE TYPE OF EVENT.

BIRDSEED MAY BE THROWN AT WEDDING RECEPTIONS; NO RICE IS ALLOWED.

ANYONE VIOLATING THE ESTABLISHED RULES AND REGULATIONS OR CONSTITUTING A PUBLIC NUISANCE MAY BE REQUIRED TO LEAVE THE PICNIC FACILITY.

PLEASE DO NOT OFFER GRATUITIES TO CITY EMPLOYEES AS THEY HAVE BEEN INSTRUCTED NOT TO ACCEPT THEM.